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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans & Policy Staff/TR

DATE: 7 April 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report No. 14

I. SIGNIFICANT ITEMS: None

II. OTHER ITEMS:

A. OTR Vacancies - GS Positions

<u>Component</u>	<u>Professional</u>	<u>Clerical</u>
Plans & Policy Staff		
Assessment & Evaluation Staff		
Support Staff-Headquarters		
Support Staff		
Basic School		
Intelligence School		
Language & External Training Schl.		
Operations School-Headquarters		
Operations School		
Operations School		
TOTAL		

B.		<u>Backstop</u>
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The Budget Fiscal Officer, the Security Officer, and [redacted] met with [redacted] to establish a backstop for emergency contact and any other unusual circumstances which might result from an accident.

C. The Classification Survey

The Classification and Wage Division is still working with Chief, Language & External Training School in an effort to finalize that School's position and grade structure. Findings regarding the survey of the Electronic Technician services provided by ISB to C/IETS have been computed and transmitted directly to the Executive Officer by [] of Classification and Wage Division.

YES NO YES NO YES NO DOC. NO. 32 NO CHANGE
IN CLASS/ DECLASSIFIED REASON D'URGENT TO: TS S(C) REF. JUST. 22.
NEXT REVIEW DATE: 09 13 Dec 74 YES NO YES NO YES NO YFE DOC. 02
REQ. FOR /O ORIGIN OF INFO ORG COMP // OP1 // ORG CLASS S
REV CLASS C REV COORD. AUTH: HN 70-5

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D. Employee Indebtedness

The Personnel Section is arranging with the Employee Services Division, Office of Personnel for OTR to be advised immediately when serious employee financial situations arise. The Personnel Officer, OTR, will be advised by Employee Services when creditors make inquiries concerning indebtedness of OTR employees.

E. Repainting of Room 11A, Building []

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Repainting of Room 11A was completed on Monday, 4 April. The Director of Training has resumed occupancy of the room.

F. Registrar Activities

1. The Weekly Enrollment Statistics on full-time OTR courses was disseminated 6 April.

2. Analysis of the Clandestine Services Review Course by major component, age, and EOD date was prepared for DTR 6 April.

G. Administrative Branch Training

[] are now taking the Basic Orientation Course. [] is taking the Administrative Procedures Course.

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H. Transfer of Two Slots to TSS

Two training instructor positions have been transferred to TSS as of 1 April 1955. This transfer completes the administrative action relative to the establishment of the TSS unit at []

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I. [] Visit

[] plans to visit [] site on Thursday 7 April 1955 to discuss certain personnel matters both at Site II and III.

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J. [] Personnel Income Tax

Two additional individual income tax problems with security implications were resolved by the EFO/TR.

K. [] Budget

A preliminary budget discussion conference is scheduled for the week of 18 April 1955 to determine the basic changes necessary in the original FY-1956 Budget Estimates.

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L. Contract

The contract covering External Training facilities for FY-1955 was approved by DTR and submitted to the Office of the Comptroller.

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M.

Weekly report of the utilization of from 30 March through 5 April is attached.

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Attachment: Report

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment